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ABSTRACT

This document consists of materials on Hiawatha (Kansas) High School's 1993 Job Olympics, a competition for high school students with disabilities. The materials are those included in a packet for student participants. A cover/information sheet details eligibility, entry deadline, date and place of competition, opening ceremonies, events, and a contact person. Other contents include the following: an entry blank; description of the events (automotive testing, bagging groceries, checking groceries, custodial levels I and II, job application, job interview, and waitress and waiter); outline of the simulation for each of the eight events; application form; sample menu; and sample evaluation forms for each of the eight events. (YLB)

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Job Olympics

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ANNOUNCING

HIAWATHA HIGH SCHOOL'S 1993 JOB OLYMPICS

WHAT IS JOB OLYMPICS? Job Olympics is a competition for high school students with disabilities. Job simulations are used to create job situations. Judges are business people chosen from the community who work in the area simulated. Each contest will provide individual judging for each student. An evaluation will be given to each student so they can assess their strengths and weaknesses. Ribbons will be awarded to the top three students in each category. Students will be divided by age level and exceptionality.

ENTRY FORM: A separate entry form with parent/guardian permission must be completed for each student participating in Job Olympics. Teachers need to fill out the top half and parents need to sign the bottom of the form. Each student needs to choose three events and one alternate event to enter.

I have enclosed one form in the packet. This is to save mailing costs. Please make the necessary number of copies for your students. REMEMBER, ONE FOR EACH STUDENT. Please return the completed entry forms to me no later than March 1, 1993. It is very difficult to schedule students into events at the last minute.

WHO IS ELIGIBLE TO ENTER: Any EMH, LD, BD, or VI student age 12 to 21 in special education classrooms is invited to participate.

ENTRY DEADLINE: Entries must be received no later than March 1, 1993.

DATE OF COMPETITION: Thursday, March 25, 1993.

PLACE OF COMPETITION: Hiawatha High School, Hiawatha, KS

TIME: Registration will be from 8:30 a.m. until 8:45 a.m. Contests will be from 9:00 a.m. until 2:00 p.m.

LUNCH: Please bring a sack lunch with you. We will eat in the cafeteria between the school's regularly scheduled lunch times.

VOLUNTEER HELP: Be sure to bring enough adults to help students get to the right place at the right time, and know what they are to do. Having enough adults will make for a smoother day.

CLOTHING: Students are judged on neatness and cleanliness. Dress appropriately for a job setting. Appearance is very important for the majority of contests.

NURSE: The school nurse will be on duty in case of injury or illness.

CANCELLED EVENT: If we find that there are events in which no one or only a few students wish to participate, these events will be eliminated. For that reason each student is to pick an alternate event.

NAME TAGS: Name tags will be prepared for each student for whom we receive an entry form. The tag will include the participant's name, division, school, teacher, and events in which he/she is entered. The name tags will be in the packet you receive the day of the competition. Teachers will receive lists with times, places, and contests of their students.

OPENING CEREMONIES: Opening ceremonies will be held in the auditorium. We will begin promptly at 8:45 a.m. Please be seated as a group at that time. Instructions will be given as to where each event will be held at this time.

EVENTS: Work simulations will be set up to test work skills in the following areas: job application; job interview; custodial (level I); custodial (level II); bagging groceries; checking groceries; waitress/waiter; automotive testing. Students might have some unscheduled time between events. They will be asked to stay in the auditorium during this time. Movies will be shown for the students to watch. You may also bring quiet games for the students to play.

IMPORTANT REMINDERS: Students should practice for and be prepared to participate in the contests they are registered in. Students are expected to follow school rules.

QUESTIONS: Contact Phyllis Chauza at Hiawatha High School (913) 742-3312 or Debra Gerweck at BCK-SEC annex (913) 742-7108.

MAIL ENTRY TO: Brown County Kansas Special Education Coop
Attn: Debra Gerweck
1st & Kickapoo
Hiawatha, KS 66434

ENTRY BLANK

STUDENT NAME _____ DATE _____

STUDENT GRADE _____ PARENT NAME _____

HIGH SCHOOL STUDENT ATTENDS _____

TEACHER _____ SCHOOL PHONE NO. _____

SCHOOL ADDRESS _____

Choose a maximum of four events to participate in. Number your choices one through four with four being your alternate event.

_____ Automotive Testing

_____ Bagging Groceries

_____ Checking Groceries

_____ Custodial (Level I)

_____ Custodial (Level II)

_____ Job Application

_____ Job Interview

_____ Waitress/Waiter

PARENT OR GUARDIAN RELEASE FOR HIAWATHA JOB OLYMPICS

Student Name _____

I, the undersigned parent and/or legal guardian of the above named student hereby give permission for this student to compete in the Job Olympics, to be held on Thursday, March 25, 1993, at Hiawatha High School, Hiawatha, KS. I represent and warrant to you that this student is physically able to compete in the Job Olympics.

I hereby acknowledge that this student will be using facilities at his own risk and said parent and/or legal guardian, on his behalf, hereby releases, discharges, or indemnifies the public schools involved from all liability for injury to person or damage to property, himself, and student.

In permitting the student to participate, I am specifically granting permission to you to use the name, photograph, voice, and words of the student in any news media accounting of the event.

If I am not personally present at Job Olympics activities in which the student is to compete, so as to be consulted in case of necessity, you are authorized on my behalf and at my account to take such measures and arrange for such medical and hospital treatment as you deem advisable for the health and well-being of the student.

Date _____ Parent Signature _____

Parent Printed Name _____

Address _____

Home Phone Number _____ Work Phone Number _____

DESCRIPTION OF THE CONTESTS

AUTOMOTIVE TESTING: The student will check the radiator cap with a pressure tester and pump the tester up to the pounds indicated on the cap by reading the dial on the tester. The student will also check the ohms in a spark plug wire and a copper wire to see what resistance they have. The student will determine if the radiator cap is defective and also the resistance of the wires.

BAGGING GROCERIES: The student will select the proper bag (paper or plastic) and correctly place the grocery items in it. The student offers to carry the groceries for the customer, thanks them, and encourages them to come back.

CHECKING GROCERIES: The student will use a cash register to check out a variety of grocery items. The correct total with sales tax must be registered on the cash register. The customer is told the amount to pay and the correct change is made and counted back to the customer.

CUSTODIAL (LEVEL I): The student will clean the top of a table and vacuum a carpet.

CUSTODIAL (LEVEL II): The student will wash a window, place "Caution - Wet Floor" signs appropriately, and mop a floor.

JOB APPLICATION: The student will ask for an application form to fill out for a given job. They may have any necessary information with them on a personal data sheet (names of references, social security number, etc.).

JOB INTERVIEW: The student will greet the interviewer, be able to answer any questions, and thank the interviewer before leaving.

WAITRESS/WAITER: The student will set a table, greet a customer, and take an order from the customer.

AUTOMOTIVE TESTING SIMULATION

1. You will check the top of the radiator cap for the pound rating.
2. Check the cap with the pressure tester, pumping the tester up to the pounds indicated on the cap by reading the dial on the tester.
3. Determine if the cap is defective or not.
4. Tell the judge whether or not the cap is defective.
5. You will check the ohms in a spark plug wire and a copper wire.
6. Tell the judge the amount of resistance in the spark plug and copper wire.

BAGGING GROCERIES SIMULATION

1. You should ask the customer if they prefer paper or plastic.
2. Select the proper bag size and properly bag the items. Firmly pack the sack with heavy items on the bottom and light items on the top.
3. Offer to carry out the groceries for the customer. Be courteous to the customer, thank them, and encourage them to come back.
4. Courtesy, correctness, appearance, and speed will be part of the judging.

CHECKING GROCERIES SIMULATION

1. You should call out the prices to the customer as they are rung up.
2. Enter the price and department for each item into the machine.
3. Sales tax is automatically added to the subtotal.
4. The total amount is registered on the machine.
5. Tell the customer the amount to pay.
6. Enter the amount tendered into the machine
7. Count the chanage back to the customer.
8. Give the customer a receipt.
9. Thank the customer and encourage them to come back.
10. You will be judged on courtesy, friendliness, accuracy, and speed.

CUSTODIAL SIMULATION (LEVEL I)

1. You will spray cleaner on a table and thoroughly wipe it off.
2. You will vacuum a carpet and then prepare the vacuum for proper storage.

CUSTODIAL SIMULATION (LEVEL II)

1. You will spray cleaner on a window and thoroughly wipe it off.
2. You will place the "wet floor" signs appropriately.
3. Use a mop bucket to wring out the mop.
4. Use correct mopping technique to mop a floor so it dries quickly and spots are removed.

JOB APPLICATION SIMULATION

1. Bring a pen.
2. Print clearly with blue or black ink.
3. Fill in all the necessary information. You should have the names, addresses and telephone numbers of the schools you attended, previous employers, and personal references. You may bring a personal data sheet with you containing the information you may need.
4. Make sure all words are spelled correctly on the job application
5. Answer all questions completely. If an item does not apply to you, print "N/A".
6. Sign the application with cursive writing.
7. You will be judged on the completeness and accurateness of the information and on the appearance of the application.

JOB INTERVIEW SIMULATION

1. Be on time for the interview.
2. Appearance is part of the judging.
3. Introduce yourself and use good manners.
4. Tell the interviewer which position you are interviewing for.
5. Look at the interviewer during the interview.
6. Thank the interviewer before you leave.
7. Sample interview questions:
   a. What position are you applying for?
   b. How did you learn about the job?
   c. Tell me about yourself. Extracurricular participation? Hobbies?
   d. How many days of school did you miss last year?
   e. What do you do in your leisure time?
   f. What are your strengths? Weaknesses?
   g. Why would you like to work for our business?
   h. Why do you want to do this kind of work?
   i. Why should I hire you?
   j. What job experience do you have?
   k. Will you work nights? Weekends?
   l. Do you prefer working alone or with others?
   m. What are your career goals?
   n. Do you have any questions about the job?
   o. Why should I hire you for this position?

WAITER/WAITRESS SIMULATION

1. You should correctly set the table with silverware, napkin, and water glass.
2. Greet and seat the customer.
3. Give the customer a menu.
4. Fill the water glass.
5. Take the customer's order, asking appropriate questions.
6. Answer any of the customer's questions.
7. Turn the order into the judge.
8. You will be judged on politeness, friendliness, proper etiquette, and accuracy of order.

APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status or the presence of a non-job-related medical condition or disability.

PERSONAL

(PLEASE PRINT PLAINLY)

DATE _____

NAME _____ Social Security No. _____

Present Address _____

How many years have you lived at this address? _____ Telephone No. (___) _____

Previous Address _____ How long you lived there _____

Rate of pay expected $ _____ Per _____

How did you learn of this opening? _____

Do you want to work ❑ Full Time ❑ Part Time? Specify days and hours if part time _____
Indicate your availability for work by completing the appropriate space:

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FROM							
TO							

When will you be available to start work? _____

Holidays available: _____ Other: _____

Are you legally able to be employed in the U.S.? YES_____ NO_____

Are you able to perform the essential functions of this job? YES _____ NO _____

(If "NO", please provide a brief "reasonable accommodation" you may require: _____

_____

_____.)

Have you ever been convicted of a felony or misdemeanor, other than minor traffic violations?

YES_____NO_____ If yes, please describe when, where, disposition, and nature of any such conviction or convictions. _____

_____

_____

EDUCATION AND TRAINING

	Name of School	Location	Course of Study	Grade Completed	Graduated	Degree Earned
High School						
College						
Other						

16.a

PRIOR WORK HISTORY

LIST IN ORDER, LAST OR PRESENT EMPLOYER FIRST

Dates From	Dates To	Name and Address of Employer	Rate of Pay Start	Rate of Pay Finish	Supervisors Name Telephone Number	Reason for Leaving

Describe the type of work you performed

Dates From	Dates To	Name and Address of Employer	Rate of Pay Start	Rate of Pay Finish	Supervisors Name Telephone Number	Reason for Leaving

Describe the type of work you performed

Dates From	Dates To	Name and Address of Employer	Rate of Pay Start	Rate of Pay Finish	Supervisors Name Telephone Number	Reason for Leaving

Describe the type of work you performed

Dates From	Dates To	Name and Address of Employer	Rate of Pay Start	Rate of Pay Finish	Supervisors Name Telephone Number	Reason for Leaving

Describe the type of work you performed

May we contact your current employer? Yes____ No____

Please state any name by which you have been known other than the name under which you are applying: _____

PERSONAL REFERENCES

LIST TWO PERSONAL REFERENCES (NOT RELATIVES OR PREVIOUS EMPLOYERS). PLEASE PROVIDE ADDRESS AND TELEPHONE NUMBERS:

AGREEMENT

I certify that the facts in this application are true and correct to the best of my knowledge. I understand that any misrepresentation or omission of any material facts in the application may he cause for rejection of this application or termination of my employment I voluntarily authorize the restaurant to which I an applying to conduct a thorough investigation of my background and to receive information and documents of my educational, professional, conviction, and employment records, if any, to determine my acceptability for hiring or continued employment. I hereby release from any and all liability the restaurant and its affiliates, partners of each of the foregoing, from any and all claims and causes of action, in law or equity, including and all damages, which I might have or incur as a result of any investigation conducted pursuant to this authorization. I understand and agree that any offer of employment with the restaurant is contingent upon results of such investigation, which must be satisfactory in the judgment of the restaurant Similarly, I agree and understand that any offer of employment is contingent upon passing any examination or testing as required by the restaurant and based upon current governing regulations. Routine inquiries may be made through a consumer reporting agency which could provide information concerning my residence, character, reputation, personal characteristics, mode of living, education, employment, credit record, general health, and habits. Only job related information developed from such a report will be considered in evaluating this employment application or continued employment.

I certify that I have read and understand each of the statements and authorizations contained in and throughout this employment application.

WE ARE AN EQUAL OPPORTUNE E..PLOYER APPLICANTS SIGNATURE _____ DATE _____

APPETIZERS

Elks' Special Home Made Onion Rings	$3.00
1/2 Order	$1.50
Mushrooms	$1.75

STEAKS

Kansas City Strip 12 oz	$12.25
Rib Eye 10 oz	$10.25
Top Sirloin 8 oz	$8.25
Top Sirloin 4 oz	$5.75
Filet Mignon 8 oz	$11.25
Petite Filet Mignon 6 oz	$9.50
Chopped Sirloin 10 oz	$6.00

All Dinners Served with Choice of Baked
Potato, French Fries, or Rice
Soup and Salad Bar
Dinner Roll

BEVERAGES

Coffee.....50
Tea.....50
Coke.....50
Diet Coke.....50
Sprite.....50

SALAD AND SOUP

Chef Salad.....$3.50
Salad Bar.....$2.75
Large Salad.....$3.75
Cup of Soup.....95
Bowl of Soup.....$1.25

ENTREES

Ham Steak 8 oz	$5.75
Fried Chicken	$5.50
Fried Chicken, White	$6.50
Chicken Livers, Gizzards, or Both	$5.50
Jumbo Breaded Shrimp	$6.75
Catfish, Whole	$6.75
Broiled Chicken Breast 6 oz	$5.75
Broiled Orange Roughy Fish Fillet	$7.75
Broiled Cod Fish Fillet	$5.75

All Dinners Served With Choice of Baked Potato,
French Fries, or Rice
Soup and Salad Bar
Dinner Roll

SANDWICHES

Elks' Burger, 6 oz	$2.75
Cheeseburger	$3.00
Broiled Chicken Breast Sandwich	$3.50
Breaded Tenderloin Sandwich, Fresh Pork Loin	$3.50
Grilled Cheese Sandwich	$2.25
Steak Sandwich, 4 oz Rib Eye	$4.95

SIDE ORDERS:

French Fries	.75
Baked Potato	75
Hash Browns	75

Sandwiches

Hamburger 6 oz. 3.00
Cheeseburger 6 oz. 3.25
Chicken Breast, Grilled 3.75
Pork Tenderloin 3.50
Reuben 3.50
Fish, Deep Fried 2.50
Ham & Cheese, Plain or Grilled 3.00
Cheese, Grilled 2.00
Club 4.00
Bacon, Lettuce & Tomato 3.50

All sandwiches and burgers served with French fries or potato salad.

Salad Bar

Large Salad Bar 3.75
Small Salad Bar 2.75

Soup

Soup of the Day 1.50
Soup & Small Salad 3.75

Daily Specials

Luncheon Special ..... Ask your waitress

Fried Chicken Buffet 5.00

Fried chicken, mashed potatoes and gravy, two vegetables, roll and salad bar.

One Time Plate 3.50

Popcorn Shrimp 4.25

Hot Beef Sandwich 3.75

(with mashed potatoes & gravy)

Taco Salad Bar 3.75

Beverages

Soft Drinks (Pepsi or Sprite) ..... .50
Coffee (Reg. or Decaf.) ..... .50
Tea (Hot or Cold) ..... .50
Milk ..... .50

Dessert

Homemade Pie 1.00

AUTOMOTIVE TESTING EVALUATION

Student _____ School _____

Scale: Excellent - 5 Good - 4 Average-3 Fair-2 Poor-1

Checks top of radiator cap for pound rating	5	4	3	2	1
Checks cap with pressure tester	5	4	3	2	1
Determines if cap is defective or not	5	4	3	2	1
Checks ohms in spark plug wire and copper wire	5	4	3	2	1
Correctly determines the amount of resistance in: Spark plug wire	5	4	3	2	1
Copper wire	5	4	3	2	1

Completion Time: _____ Total Score: _____

Comments:

BAGGING GROCERIES EVALUATION

Student _____ School _____

Scale: Excellent - 5 Good - 4 Average-3 Fair-2 Poor-1

Appearance	5	4	3	2	1
Asks customer if they prefer plastic or paper bags	5				
Properly bags items (According to weight, size, etc.)	5	4	3	2	1
Offers to carry out groceries for customer	5				
Proper courtesy to customer	5	4	3	2	1

Completion Time: _____ Total Score: _____

Comments:

CHECKING GROCERIES EVALUATION

Student _____ School _____

Scale: Excellent - 5 Good - 4 Average-3 Fair-2 Poor-1

Courtesy to customer	5	4	3	2	1
Calls out prices	5	4	3	2	1
Entered the correct prices in register	5	4	3	2	1
Entered prices in correct departments	5	4	3	2	1
Tells customer correct amount to pay	5	4	3	2	1
Correctly enters amount tendered	5	4	3	2	1
Correct change was counted back to customer	5	4	3	2	1
Customer was given receipt	5	4	3	2	1
Thanked customer and encouraged them to return	5	4	3	2	1
Appropriate appearance	5	4	3	2	1

Completion Time: _____ Total Score: _____

Comments:

CUSTODIAL EVALUATION
LEVEL I

Student _____ School _____

Scale: Excellent - 5 Good - 4 Average-3 Fair-2 Poor-1

Efficiently sprays cleaner on table	5	4	3	2	1
Thoroughly wipes off table (including edges & corners)	5	4	3	2	1
Vacuuming technique	5	4	3	2	1
Cleanliness of carpet	5	4	3	2	1
Correct storage of vacuum	5	4	3	2	1

Completion Time: _____ Total Score: _____

Comments:

CUSTODIAL EVALUATION
LEVEL II

Student _____ School _____

Scale: Excellent - 5 Good - 4 Average-3 Fair-2 Poor-1

Efficiently sprays cleaner on window	5	4	3	2	1
Cleanliness of window (free of streaks, smears, and fingerprints)	5	4	3	2	1
Efficient use of paper towels	5	4	3	2	1
Appropriate placement of "wet floor" signs	5	4	3	2	1
Correctly wrings out mop	5	4	3	2	1
Mopping technique (left to right or up and down movement)	5	4	3	2	1

Completion Time: _____ Total Score: _____

Comments:

JOB APPLICATION EVALUATION

Student _____ School _____

Scale: Excellent - 5 Good - 4 Average-3 Fair-2 Poor-1

Brought a blue or black ink pen with them	5				
Writing is ledgible and clear	5	4	3	2	1
Used printing except for signature	5	4	3	2	1
Signed application with cursive writing	5				
Used correct spelling	5	4	3	2	1
Answered all questions completely	5	4	3	2	1
Information appears accurate	5	4	3	2	1
Neatness of application	5	4	3	2	1

Completion Time: _____ Total Score: _____

Comments:

JOB INTERVIEW EVALUATION

Student _____ School _____

Scale: Excellent - 5 Good - 4 Average-3 Fair-2 Poor-1

Personal grooming	5	4	3	2	1
Physical appearance	5	4	3	2	1
Voice quality	5	4	3	2	1
Composure	5	4	3	2	1
Confidence	5	4	3	2	1
Personality	5	4	3	2	1
Expression of ideas	5	4	3	2	1
Mental alertness	5	4	3	2	1
Motivation and ambition	5	4	3	2	1
Description of skills and abilities	5	4	3	2	1
Thoroughness of answers	5	4	3	2	1
Asks appropriate questions about job	5	4	3	2	1

Completion Time: _____ Total Score: _____

Comments:

WAITRESS/WAITER EVALUATION

Student _____ School _____

Scale: Excellent - 5 Good - 4 Average-3 Fair-2 Poor-1

Appropriate placement of silverware on table	5	4	3	2	1
Appropriate placement of water glass on table	5	4	3	2	1
Greeting to customer	5	4	3	2	1
Seating of customer with menu	5	4	3	2	1
Filling of water glass	5	4	3	2	1
Appropriate questioning for customer order	5	4	3	2	1
Correctly answered customer's questions	5	4	3	2	1
Correctness of ticket order	5	4	3	2	1
Courtesy to customer	5	4	3	2	1
Appearance	5	4	3	2	1

Completion Time: _____ Total Score: _____

Comments: